

VACANCY NOTICE
For opportunities in the Judicial Department

CS-376
Rev. (9/93)

TITLE OF POSITION: Administrative Manager		CLASSIFICATION CODE: 00441900
SALARY RANGE: GR. 834 A \$56,265-\$63,763		REFERENCE POSITION NO: 2710-11300
Department or Agency Name JUDICIAL		APPLICATION PERIOD: September 3 - 13, 2004
Division/Section/Unit Supreme Court		
Assignment(s)/Comments:		
Shift and Days: Monday - Friday		Job Location: PROVIDENCE
Restrictions/Limitations:		
POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT YES ___ NO <u>XX</u>		
NAME OF BARGAINING UNIT:		
There is ___ is not <u>XX</u> a Civil Service List for this position. SEE A/B OR BOTH FOR SPECIFIC INSTRUCTIONS		
INSTRUCTIONS:		
A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application form; and RIEEO 378 Affirmative Action Card. Remember to include either <u>on the application</u> or <u>within a cover letter</u> , both the File Position and Title Number. MOST IMPORTANT - please include the following information: v The title of the position for which you are applying *Name of department where you are currently employed v Title of your present position and date you entered it * Your business telephone number v Date you entered State service * Present Union Affiliation*** ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract		
B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "NA" for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.		
C: AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS: { Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. { MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)		
DUTIES /RESPONSIBILITIES: Under the direction of the Assistant Administrator for Policy and Programs: <ul style="list-style-type: none">• assist in collecting and analyzing court statistics and producing quarterly and annual statistical reports;• assist in examining court operations to identify needs;• assist staff in Judiciary, consultants, and interested groups to implement initiatives and projects that address challenges facing the Judiciary;• provide staff support to various committees and task forces established by the Judiciary to address justice system issues;• develop grant proposals and monitor and manage grants awarded to the Judiciary;• assist in coordinating training and educational programs for court staff and others; and• additional duties as required. Extensive analyzing of information and writing is required.		
EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) A Bachelor's Degree from an accredited college or university and a minimum of three years experience in judicial/public administration or similar setting is required. A Master's Degree in public or business administration, law degree or other relevant advanced degree is preferable, as is knowledge and/or experience in courts and/or the justice system. Excellent written and oral skills required, as well as experience with statistical analysis and survey techniques.		

Apply within the application period as shown in this announcement. **NOTE: Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.** **SEND RESUME OR CS-14 Application to:**

David R. Heden
Assistant State Court Administrator
Employee Relations
250 Benefit Street
Providence, RI 02903

TDD#: 222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER